

Implementation Plan Worksheet

Note: This is not a comprehensive list of all implementation activities but represents some of the core activities that programs should do. You may wish to add to this worksheet as you move forward with planning and implementing your program.

I. Program Staff: Who will implement the program?

Broad Tasks	Subtasks	Person Responsible	Target Completion Date
Hiring all required staff to implement the program (include the total number of staff and the credentials required: direct service staff, administrative staff, supervisory staff, and so on)	List specific staff positions to be filled:		
Initial training of program staff	List training topics:		
Ongoing training of program staff	List training topics:		
Training for staff supervisors	List training topics:		
Other Necessary Tasks:			

II. Program Outcome Evaluation: How are you going to ensure that you are getting the desired program outcomes listed in your logic model.

Broad Tasks	Subtasks	Person Responsible	Target Completion Date
Collecting Data	Select or construct data collection tools that will be used		
	Train staff how to use the tool		
	Identify data collection points		
	Define intended sample for analysis (include your sample size and selection criteria)		
	Administer tool(s)		
	Revise tool(s) based on data results, if needed		
Entering Data	Obtain or develop a database management system		
	Training on data entry		
Analyzing Data	Develop and disseminate reports of results		
	Meet with staff to review results		
	Identify necessary changes		
Other Necessary Tasks			

III. Program Adherence: How are you going to make sure that all staff are implementing the program in a consistent manner

Broad Tasks	Subtasks	Person Responsible	Target Completion Date
Documenting expectations for how the program will be delivered (such as, creating a manual or protocol)			
Assessing the consistent delivery of the program	Create a checklist or tool to assess whether the program is being implemented according to the protocol or manual developed		
	Identify at what point the delivery will be assessed		
Other Necessary Tasks:			

IV. Continuous Quality Improvement: How are you going to make sure your program maintains an environment of Continuous Quality Improvement?

Broad Tasks	Subtasks	Person Responsible	Target Completion Date
Identifying expectations for Continuous Quality Improvement (CQI) activities	Identify ways to keep staff up-to-date on research related to your services		
	Identify a feedback system (such as, annual reports, presentations) to review outcomes, implementation activities, and recommendations for program adjustments with staff, participants, board members, and other stakeholders.		
Documenting activities for CQI	Document activities related to keeping staff up-to date with research		
	Document activities related to reviewing outcomes, implementation activities, and recommendations for program adjustments with staff, participants, board members and other stakeholders		
	Document service adjustments made based on evaluation of outcomes and implementation activities .		
Other Necessary Tasks:			

